

WITHDRAWN - RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0562-2020-0007**

Request for Records Disposition Authority

Records Schedule Number DAA-0562-2020-0007

Schedule Status Returned Without Action

Agency or Establishment Court Services and Offenders Supervision Agency

Record Group / Scheduling Group Records of the Court Services and Offender Supervision Agency for the District of Columbia

Records Schedule applies to Major Subdivision

Major Subdivision Pretrial Services Agency

Schedule Subject Tour of Duty Schedule

Internal agency concurrences will be provided No

Background Information An approved schedule specifying the beginning and end time of Pretrial employees.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Outline of Records Schedule Items for DAA-0562-2020-0007

Sequence Number	
1	Tour of Duty Schedule Disposition Authority Number: DAA-0562-2020-0007-0001

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Records Schedule: **DAA-0562-2020-0007**

Records Schedule Items

Sequence Number	
1	<p>Tour of Duty Schedule</p> <p>Disposition Authority Number DAA-0562-2020-0007-0001</p> <p>An approved tour of duty with specific beginning and end time.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Monthly</p> <p>Retention Period Destroy 3 year(s) after cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/26/2021	Certify	Monica Johnson	Records Manager	Directors Office - Records Management
01/27/2022	Return Without Action	Esther Hidalgo	Archives Specialist	National Archives and Records Administration - ACR1 AC Appraisal Team 1

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